



Original

UNITED STATES MARINE CORPS
FORCE HEADQUARTERS GROUP
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70114-1500

GruO 1500.1

MAR 06 2014

GROUP ORDER 1500.1

From: Commanding General
To: Distribution List

Subj: FORCE HEADQUARTERS GROUP FORMAL TRAINING STANDARD OPERATING PROCEDURE

- Encl: (1) Formal Training Request Flow Chart (SMCR)
(2) Formal Training Request Timeline by School
(3) Prioritization Worksheet
(4) FHG Subordinate Unit Annual Formal Schools Baseline
(5) Nomination Spreadsheet Example
(6) TQM Process Outline
(7) Cross-Org Worksheet for Active Reserve
(8) Active Duty Funding Request Spreadsheet

1. Purpose. In order to provide the best quality training to the units of Force Headquarters Group (FHG), this Standard Operating Procedure (SOP) has been established to provide standardization and guidance.

2. Situation. FHG G-3 will work with Marine Forces Reserve (MFR) and subordinate units to provide guidance, prioritization, process management, school seat allocation, and procure funding for SMCR, AR, and AD Marines assigned to FHG and subordinate units to attend formal training.

3. Mission. This order establishes a standard operating procedure for formal training allocation and funding for FHG and subordinate units.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Prioritization: Deployments and OCONUS exercises continue to be top priority, followed by support for other named exercises. Subsequent priorities include Professional Military Education (PME) and additional refresher / proficiency training.

(b) Accountability: Everyone involved in the formal schools process shares responsibility, from the individual Marine through the FHG command element. It is imperative that we, as leaders, are responsible for the lawful obligation and execution of tax payer's dollars; every single dollar counts and efficiency is of the utmost importance.

(2) Concept of Operations

(a) FHG subordinate units will produce an annual training requirement baseline (enclosure 4) one month prior to the beginning of every Fiscal Year. The baseline should include formal schools that are funded by FHG's annual training budget (Example: mission essential schools that are critical to meet your METs). MFR formal training will set FHG's annual training budget and fund through PID-P. FHG subordinate units will produce a school prioritization worksheet submitted to FHG two months prior to the beginning of the next quarter. After prioritization worksheets (enclosure 3) are received from all FHGs units, FHG G-3 will produce a consolidated prioritization list based on Commander's priorities. The prioritization worksheets should include MFR funded schools for SMCR Marines only. Based upon the training budget, FHG G-3 Training will allocate school seats based on prioritization and budget. There are no mitigating circumstances should the authorized funding level be exceeded. Note that school seat availability does not necessarily mean there is money to fund it. For SMCR training request flow, see enclosure (1).

(b) Tasks

(1) FHG CoS

(a) Validate FHG's consolidated prioritization worksheet before it is submitted to MFR.

(b) Provide prioritization guidance to subordinate unit leaders on formal training.

(2) FHG G-3

(a) Provide guidance to Inspector-Instructors (I-Is) on prioritization of schools based on Commander's Intent.

(b) Keep I-Is informed of any special circumstances regarding formal schools and fiscal posture.

(3) FHG G-3 Training Section

(a) Facilitate nominations from MSCs.

(b) Validate school nominations to FHG prioritization worksheet.

(c) Ensure Marines are enrolled in MCTIMS/appropriate school systems.

(d) Track the FHG budget/conduct reconciliations with MFR.

(e) Keep the G-3 informed of current schools issues and budget.

(f) Request funding from MFR for AR/AD Marines.

(g) Track historical data on all school submissions and costs throughout the FY.

- (e) Provide guidance to unit training sections.
- (f) Brief the G-3 on any Marines dropped from schools.
- (g) Identify funding shortfalls.

(4) Unit CO and I-I

(a) Validate unit prioritization worksheets for formal schools quarterly.

(b) Be prepared to brief the Chief of Staff on Marines who do not attend a formal school without an identified replacement.

(5) Unit Training Sections

(a) Screen/validate nomination.

(b) Ensure MARFORRES has a seat in MCTIMS.

(c) Be prepared to submit a TQM request (enclosure 6).

(d) Ensure the nomination is on the unit prioritization worksheet (enclosure 3).

(e) Ensure the nominee meets the pre-requisites.

(f) Adhere to formal training request timeline (enclosure 2).

(g) Submit nomination utilizing the nomination spreadsheet (enclosure 5) via email to the FHG G-3 Training mailbox fhgg3training@usmc.mil.

(h) Follow up with nomination in MCTIMS in accordance with formal schools request timeline (enclosure 2).

(i) Ensure MROWS orders are drafted in order to provide an accurate cost estimate to FHG.

(j) Ensure MROWS orders are authenticated before a Marine goes to school.

5. Administration and Logistics

a. Administration

(1) If a Marine does not execute training after funds are obligated, orders must be canceled within five working days in order to liquidate funds.

(2) Upon completion of training, ensure travel claims are settled within five working days in order to process obligated funds and balance budget.

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(3) These administration requirements will allow FHG to conduct real-time budget analysis to eliminate allocated unfunded seats.

(4) For reserve PME, an annual MARADMIN will be published and FHG G-3 Training will disseminate information and amplifying guidance.

b. Logistics

(1) Primary funding source for SMCR additional and refresher/proficiency training is PID-P.

(2) PMOS schools are funded by RIT/RAT. IAW MARADMIN 503/13, COMMARFORRES G-3 nor any of its affiliates are authorized to fund any PMOSs.

(3) Active Reservist primary funding source is MFR utilizing cross organization worksheet (enclosure 7).

(4) Active Duty is primarily funded by TECOM (enclosure 8).

6. Command and Signal

a. Command. This order is effective the date signed and is applicable to all units and personnel within Force Headquarters Group.

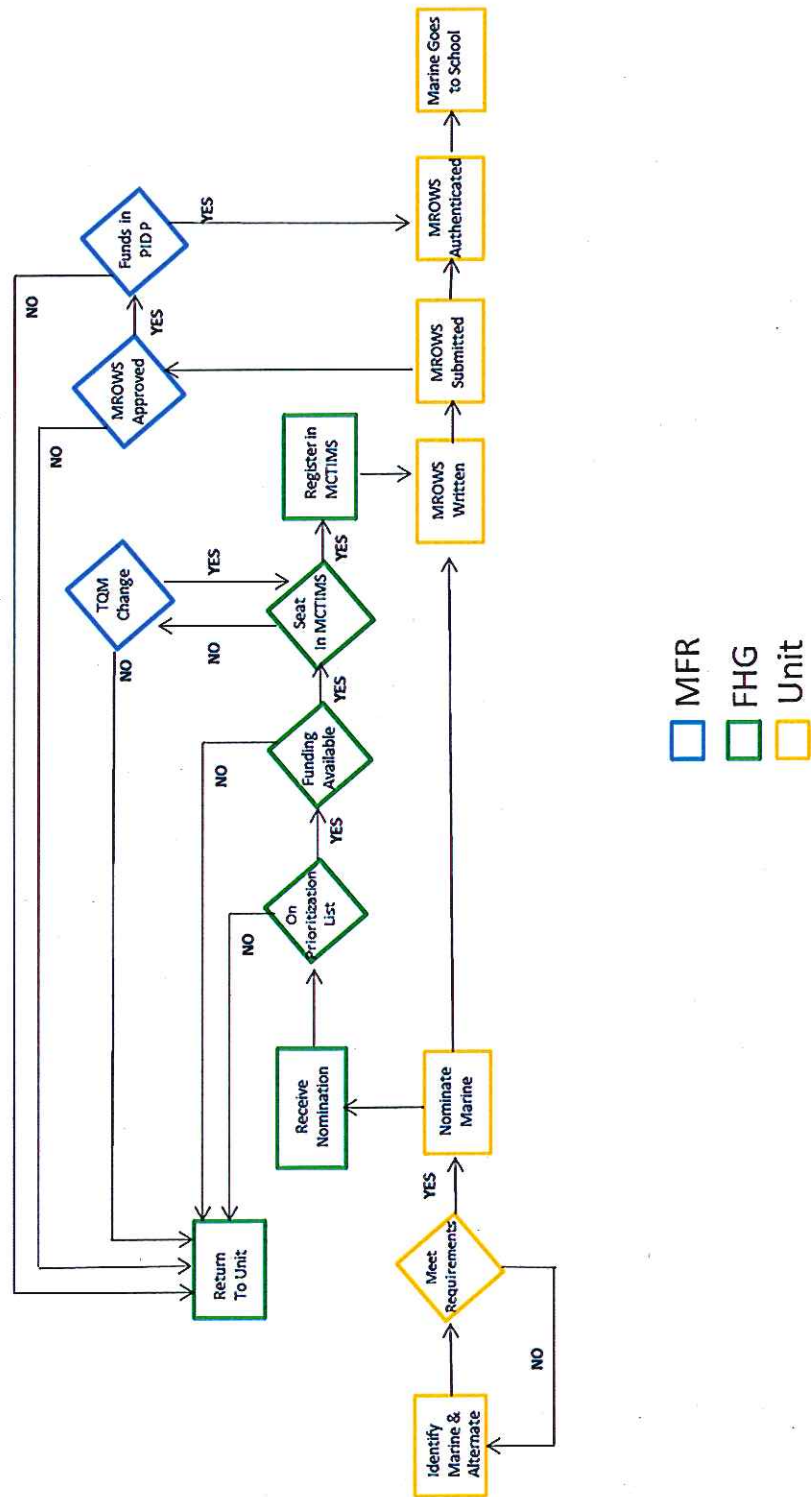
b. Signal. Address all questions pertaining to training or schools to the FHG Training Officer at 504-697-7508 or the FHG Training Chief at 504-697-7584.



K. D. SIMON
Chief of Staff

Formal Training Flow Chart (SMCR)

FHG SMCR Schools Process



Formal Training Request Timeline by School

ATRRS

45 Days minimum from the report date nominations received by FHG

15 Days prior to report date, Army pulls back all sister service school allocations that are unfilled

8-48 Hours after submission into MCTIMS nominees will reflect enrolled

MCTIMS/NTRRS

30 Days minimum from the report date nominations received by FHG

PRIORITIZATION WORKSHEETS BY QUARTER

Units must submit their prioritization worksheets two months prior to the first day of the upcoming quarter IOT allow FHG to collect/compile and complete the FHG prioritization worksheet prior to the 45 day requirement for ATRRS schools.

ADMIN NOTES

Total Quality Management (TQM) process takes up to (5) working days

AD funding request spreadsheet submitted to FHG NLT 30 days prior to report date

AR cross organization worksheets submitted to FHG NLT 30 days prior to report date

TECOM funding letter for Active Duty Marines should be received by the unit NLT 15 days prior to the report date

Unit Training Chiefs should review up nominations in MCTIMS 3-5 days after submission to FHG G-3 Training in order to confirm status of nominations

Enclosure (2)

Prioritization Worksheet

133

A

HEADQUARTERS														
EXAMPLE														
EVENT	PRIORITY	L NAME	F NAME	MR	UNIT	OCQ (Y/N)	MOB EARLY (Y/N)	HOW MANY DAYS	MISSION CRITICAL (Y/N)	PSRMP LAT/MD VE	COMMENTS/AJUSTIFICATION	COURSE DATE	GRAD DATE	COST ESTIMATE
2025 AMERICAN AIRWAYS COLLEGE (4275)	1	Therion	G	PHD		N	N	11	Y	112		10/2014	4/2014	\$2,200.00
2025 AMERICAN AIRWAYS COLLEGE (4275)	2	Therion	E	PHD		N	N	27	Y	114		10/2014	4/2014	\$1,500.00
2025 AMERICAN AIRWAYS COLLEGE (4275)	3	Therion	J	PHD		N	N	22	Y	114		10/2014	4/2014	\$1,500.00
TOTAL: \$5,200.00														
CANCELLATIONS														
EVENT	PRIORITY	L NAME	F NAME	MR	UNIT	OCQ (Y/N)	MOB EARLY (Y/N)	HOW MANY DAYS	MISSION CRITICAL (Y/N)	PSRMP LAT/MD VE	COMMENTS/AJUSTIFICATION	COURSE DATE	GRAD DATE	COST ESTIMATE
2025 AMERICAN AIRWAYS COLLEGE (4275)	1	Therion	G	PHD		N	N	11	Y	112		10/2014	4/2014	\$2,200.00
2025 AMERICAN AIRWAYS COLLEGE (4275)	2	Therion	E	PHD		N	N	27	Y	114		10/2014	4/2014	\$1,500.00
2025 AMERICAN AIRWAYS COLLEGE (4275)	3	Therion	J	PHD		N	N	22	Y	114		10/2014	4/2014	\$1,500.00
TOTAL: \$5,200.00														

FHG Subordinate Unit Annual Formal Schools Baselines

1. ANGLICO

- a. TACP: 4 minimum*
- b. JFO: 15
- c. Airborne: 40
- d. Static Line Jump Master: 3
- e. FSCC: 5
- f. MAGTF Fires: 5
- g. SERE: 25
- h. WTI Air Officer: 1
- i. LRSLC / Ranger / Pathfinder / Air Assault: 2

2. CAG

3. Comm

4. ISB

5. LEB

Notes:

- Units listed in Alphabetical order
- Schools listed in order of priority
- *Required for operational capability (no fail)

[illegible]

TQM Process Outline

K22	A	B	C	D	E	F	G	H
1	REQUESTOR:	MSGT Marine						
2	DATE OF REQUEST:							
3	CID:							
4	CLASS:							
5								
6	SPONSOR	MOS	TRK	TYPE	QUAL	CURRENT SEATS	CHANGE TO	COMMENTS
7	MARFORES	0321	1	0EE	FP	5	6	INCREASE BY 1
8								
9								
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Cross-Organization Worksheet for Active Reservists

Cross-Organization "XORG" Worksheet

Privacy Act Statement				
<small>AUTHORITY: 5 U.S.C. 55, Travel, Transportation, and Subsidies; 10 U.S.C. 1 26, Under Secretary of Defense (Comptroller); 10 U.S.C. 1 34, Under Secretary of Defense (Personnel) and Executive; 10 U.S.C. 2012, Secretary of the Army; 10 U.S.C. 401, Secretary of the Navy; 10 U.S.C. 2013 Secretary of the Air Force; DoD Directive 7000 1 45; and E.O. 9297 (SSN). PRINCIPAL PURPOSE: To obtain information for processing a request to travel at Government expense on official Department of Defense business and the processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel. ROUTINE USES: For Federal and private entities providing travel services for purposes of arranging transportation and lodging for those individuals authorized to travel at Government expense on official business. In addition, the "Blanket Reimbursement" is provided at the beginning of the Army's completion of a year of records notice applicable to this system. DISCLOSURE: Voluntary. However, failure to provide the requested information may preclude the processing of both the travel request and the claim for reimbursement.</small>				
Traveler's Data				
Full SSN: 123-45-6789	First Name: JOE	MI:	Last Name: NAVY	Active Reservists: Yes or No
Unit/DTS Organization Name: i.e. DM6167 _____ :				
Once you login into DTS, this information can be found under the "Welcome."				
Email Address: Joe.navy@USMC.MIL		Phone Number: 123-456-7890		
Name of Course: Are you registered: Yes or No Course Dates:	Location of Training: Quantico, VA		Estimated Cost:	\$2,900.00
Unit Data				
FDTA Name: This will be your certifier in DTS		FDTA Phone Number: 123-456-7890		
Approving Official (AO) Name: This will be your approver in DTS		Approving Official Phone Number: 123-456-7890		

Funding Data and Action (to be filled out by Unit providing the funds)	
Cross-Org LOA label:	DM6167MFR67861G3T3 13 FORMALSCHOOL
Purpose of TAD:	
Action completed in DTS by:	Date:
FDTA should retain this worksheet in their 'pending' file; until the obligation posts in SABRS. Then, it should be attached to the SDN in the Document Log of MFS.	SDN:

Active Duty Funding Request Spreadsheet

AD FUNDING REQUEST SPREADSHEET (Read-Only) [Compatibility Mode] - Microsoft Excel															
File Home Insert Page Layout Formulas Data Review View															
Clipboard Font Alignment Styles Cells Editing															
Paste Cut Copy Format Painter Counter New Font B I U Paragraph Merge & Center Wrap Text General Conditional Formatting Styles AutoSum Fill Clear Sort & Filter Find & Select															
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AA AB AC AD AE AF AG AH AI AJ AK AL AM AN AO AP AQ AR AS AT AU AV AW AX AY AZ BA BB BC BD BE BF BG BH BI BJ BK BL BM BN BO BP BQ BR BS BT BU BV BW BX BY BZ CA CB CC CD CE CF CG CH CI CJ CK CL CM CN CO CP CQ CR CS CT CU CV CW CX CY CZ DA DB DC DD DE DF DG DH DI DJ DK DL DM DN DO DP DQ DR DS DT DU DV DW DX DY DZ EA EB EC ED EE EF EG EH EI EJ EK EL EM EN EO EP EQ ER ES ET EU EV EW EX EY EZ FA FB FC FD FE FF FG FH FI FJ FK FL FM FN FO FP FQ FR FS FT FU FV FW FX FY FZ GA GB GC GD GE GF GG GH GI GJ GK GL GM GN GO GP GQ GR GS GT GU GV GW GX GY GZ HA HB HC HD HE HF HG HH HI HJ HK HL HM HN HO HP HQ HR HS HT HU HV HW HX HY HZ IA IB IC ID IE IF IG IH II IJ IK IL IM IN IO IP IQ IR IS IT IU IV IW IX IY IZ JA JB JC JD JE JF JG JH JI JJ JK JL JM JN JO JP JQ JR JS JT JU JV JW JX JY JZ KA KB KC KD KE KF KG KH KI KJ KL KM KN KO KP KQ KR KS KT KU KV KW KX KY KZ LA LB LC LD LE LF LG LH LI LJ LK LM LN LO LP LQ LR LS LT LU LV LW LX LY LZ MA MB MC MD ME MF MG MH MI MJ MK ML MN MO MP MQ MR MS MT MU MV MW MX MY MZ NA NB NC ND NE NF NG NH NI NJ NK NL NO NP NQ NR NS NT NU NV NW NX NY NZ OA OB OC OD OE OF OG OH OI OJ OK OL OM ON OO OP OQ OR OS OT OU OV OW OX OY OZ PA PB PC PD PE PF PG PH PI PJ PK PL PM PN PO PP PQ PR PS PT PU PV PW PX PY PZ QA QB QC QD QE QF QG QH QI QJ QK QL QM QN QO QP QQ QR QS QT QU QV QW QX QY QZ RA RB RC RD RE RF RG RH RI RJ RK RL RM RN RO RP RQ RR RS RT RU RV RW RX RY RZ SA SB SC SD SE SF SG SH SI SJ SK SL SM SN SO SP SQ SR SS ST SU SV SW SX SY SZ TA TB TC TD TE TF TG TH TI TJ TK TL TM TN TO TP TQ TR TS TT TU TV TW TX TY TZ UA UB UC UD UE UF UG UH UI UJ UK UL UM UN UO UP UQ UR US UT UU UV UW UX UY UZ VA VB VC VD VE VF VG VH VI VJ VK VL VM VN VO VP VQ VR VS VT VU VW VX VY VZ WA WB WC WD WE WF WG WH WI WJ WK WL WM WN WO WP WQ WR WS WT WU WV WW WX WY WZ XA XB XC XD XE XF XG XH XI XJ XK XL XM XN XO XP XQ XR XS XT XU XV XW XX XY XZ YA YB YC YD YE YF YG YH YI YJ YK YL YM YN YO YP YQ YR YS YT YU YV YW YX YY YZ ZA ZB ZC ZD ZE ZF ZG ZH ZI ZJ ZK ZL ZM ZN ZO ZP ZQ ZR ZS ZT ZU ZV ZW ZX ZY ZZ															
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